

Sustainable Building Science Technology

Bachelor of Applied Science Program



STUDENT HANDBOOK



For more information about the Bachelor of Applied Science (BAS) degree in Sustainable Building Science Technology, please contact the BAS programs office at (206) 934-6783, email SustainableBldg-SSC@seattlecolleges.edu; visit us at <http://www.southseattle.edu/bas>; or on Facebook at: <https://www.facebook.com/SSC.SBST>

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Introduction

Welcome to South Seattle College (South) and the Bachelor of Applied Science (BAS) in Sustainable Building Science Technology (SBST) program. This program prepares students who have completed an apprenticeship program, a two-year technical degree or approved associate degree and have 2-5 years of related work experience for building science positions in industry, government and the non-profit sector.

This 90-credit degree program offers industry professionals a pathway to becoming a skilled Building Science Professional. The program emphasizes upper-division coursework that focuses on the complexities of building science, energy codes, building codes and facility management.

Congratulations on being accepted into the SBST BAS program! We look forward to working with you as you complete your degree.

Importance of Your Student Handbook

Your success is important to us, and we have developed this handbook to guide you and provide specific information on policies, curriculum and expectations of the program. ***Each student is responsible for studying this handbook and understanding its contents.*** In general, the SBST BAS program follows policies and rules established by South. As this is a unique program offered by the College, please note that some BAS policies may differ from standard College policies. You are responsible for complying with each instructor's syllabus and this handbook.

About the Bachelor of Applied Science Program

History

In 2005, the Washington State Legislature approved the development of applied baccalaureate degree programs at Washington Community and Technical Colleges in order to expand access to bachelor degree education and better serve the State's workforce needs.

The State Board for Community and Technical Colleges selected South to be one of four colleges that would pilot the development of BAS programs in April 2006. The Higher Education Coordinating Board approved the College's degree request on July 27, 2006. In fall 2009, the BAS program at South received accreditation as a four-year degree granting institution from the Northwest Commission on Colleges and Universities.

Since receiving accreditation from NCCU, the BAS in Sustainable Building Science Technology was approved in November 2012 and the first cohort of students began their studies in the Fall of 2014.

South Seattle College - Student Learning Outcomes

Student Learning Outcomes represent the knowledge and abilities every student graduating with a certificate or degree from South will have. Students will achieve these outcomes as well as specific program outcomes for their academic or technical area of study.

Communication

- Read and listen actively to learn and communicate
- Speak and write effectively for personal, academic, and career purposes

Computation

- Use arithmetic and other basic mathematical operations as required by the program of study
- Apply quantitative skills for academic and career purposes

Human Relations

- Use social interactive skills to work in groups effectively
- Have knowledge of the diverse cultures represented in our multicultural society

Critical Thinking and Problem-Solving

- Think critically in evaluating information, solving problems and making decisions

Technology

- Select and use appropriate technological tools for academic and career tasks

Personal Responsibility

- Uphold the highest standard of academic honesty and integrity
- Respect the rights of others in the classroom, online and in all other school activities
- Attend class regularly, complete assignments on time and effectively participate in classroom and online discussions, group work and other class-related projects and activities
- Abide by appropriate safety rules in laboratories, shops and classrooms

Information Literacy

- Independently access, evaluate and select information from a variety of appropriate sources
- Have knowledge about legal and ethical issues related to the use of information
- Use information effectively and ethically for a specific purpose

BAS Sustainable Building Science Technology Program Outcomes

Students completing the Sustainable Building Science Technology BAS degree will be able to:

1. Understand all operation and systems unique to sustainable buildings (old and new).
2. Analyze, define and validate solutions.
3. Deliver industry specific solutions from analysis.
4. Utilize effective communication forum and techniques to facilitate all aspects of sustainable building management.
5. Develop and lead a team of various personalities and skills.
6. Work in a team and know how to collaborate, build functional work groups and take responsibility for outcomes.
7. Anticipate, identify, troubleshoot, analyze, and solve problems and lead a project.
8. Understand accounting, budgeting, real cost/return on investment, cost effectiveness and life cycle cost.
9. Measure, diagnose and understand building system interactions and summarize results in order to compare to standards or specifications.
10. Understand and analyze building profiles and identify opportunities for improving performance.
11. Calculate, develop and understand codes and standards for construction of sustainable energy efficient buildings.
12. Understand components and drive the process of quality construction including safe work environments, documentation, contractors/sub-contractors, building options and inspection.
13. Demonstrate working knowledge of building science, building physics, operating principles and their relationships to each other across disciplines.
14. Prepare project budget, cost estimate, cost benefit analysis.
15. Demonstrate proficiency with MS Word, Excel, PowerPoint, electronic communication and other widely accepted software with specific intention of acquiring the ability to collect and analyze commonly available instruments, such as power analyzers, thermal imager and HVAC equipment.
16. Create and maintain a professional environment based on values and ethics.
17. Use computer programs used in building industries and quality assurance to make fact based decisions.

BAS Sustainable Building Science Technology Program Goals

The SBST BAS program provides formal education to enhance strategies for career development and advancement. **The program goals are to:**

1. Meet industry demand. Beginning in 2008 with the original skills panel held by the Seattle King County Workforce Development Council, industry has requested and driven the demand for a degree in Sustainable Building Science Technology.
2. Offer a degree program of which there currently is not in Washington State.

3. Create an affordable educational pathway for individuals currently working in industry to complete a bachelor degree program without having to leave the state or resign from a job.
4. Provide an opportunity for journey-workers in the trades to advance their careers.
5. Provide an avenue for individuals currently working in industry to gain skills that will allow them to become more effective professionals in building science.
6. Offer the opportunity for people working in Sustainable Building Science Technology to broaden and advance their skills.
7. Prepare employees who can fill the critical unmet demand for Sustainable Building Science Technology professionals.
8. Develop a well-regarded bachelor degree program that will create a conduit for graduates who wish to enter a master's degree program.
9. Contribute to the attainment of the state's higher education and regional economic development goals in a high-growth industry by creating a better career ladder for individuals that are currently working as Sustainable Building Science Technology professionals.

Curriculum to support the above goals will utilize the following instructional areas:

1. General education courses with the breadth, depth and rigor typical of programs at the four-year level.
2. Upper division coursework in building science, controls, codes and facility management.
3. Internship opportunities that build on classroom work and develop a network of professionals.
4. A capstone course that will emphasize the practical application of theory in the working environment.

People to Contact

The BAS program office is located in the Gene J. Colin Education Hall (Building C) of the Georgetown Campus, room C222. The Program Manager can be reached at the number below. Each classroom instructor will provide their contact information at the beginning of each quarter.

Program Manager: (206) 934-6783

Accreditation Status

South Seattle College is accredited to offer two-year and four-year degrees by the Northwest Commission on Colleges and Universities.

Getting Started (And Finished)

Admissions

Admission to the program is competitive. Meeting the minimum requirements does not guarantee admission as the number of qualified applicants may exceed the number of enrollment spaces available. Applications must be postmarked by **the priority deadline** of each academic year in order to receive priority consideration for enrollment the following fall quarter. The application includes the following:

1. A completed application form. Students can apply online at seattlecolleges.edu/bas/sustainabletechnology. They may also obtain an application form by contacting the BAS office at (206) 934-6783
2. A non-refundable check for \$35.00, payable to “South Seattle College BAS Program”
3. Official (sealed) transcripts from a regionally accredited college demonstrating completion of an Associate degree
4. Two letters of recommendation on appropriate letterhead from individuals who personally know your work (such as your current or past supervisor), that discusses your contributions to your workplace and how he/she believes you will benefit from completion of the SBST BAS program. If you are applying to this program immediately after completing an associate degree, the letters of recommendation may be from your instructors on college letterhead
5. A 400 to 600 word personal statement discussing your work experience, your personal and professional goals, advanced certifications you already possess, any specific or unique attributes that you will bring to the program, any personal or imposed challenges or hardships you have overcome in pursuing your educational or career goals, and any other special considerations that you believe will make you a good candidate for the program

Application materials can be uploaded with the online application or mailed to:

BAS Program, Sustainable Building Science Technology
South Seattle College – Georgetown Campus
6737 Corson Ave S, (Building C)
Seattle, WA 98108

Admissions Requirements

To be eligible for full admission into the SBST BAS program, each student must meet the following requirements:

- An Associate degree from a regionally accredited college or university with a minimum of 25 quarterly General Education credits, which includes college level: math (5 credits), English (5 credits), psychology (5 credits) and Visual, Literary, and Performing Arts (VLPA) elective (10 credits).
- Two years related work experience.

Priority will be given to students with a Washington state AAS-T degree or equivalent. Students with other Associate degrees may also be admitted to the program permitting they meet the 2-year minimum work experience requirement. Students entering under these degrees will still need to complete all upper-division courses, earn a minimum of 180 college-level credits (which includes the associate degree), and will be required to work with the BAS Program Manager to develop appropriate substitutions for lower-division general education requirements.

The admissions review will take the following into consideration: type of associate degree earned, work experience, college-level cumulative grade point average (GPA), letters of recommendation, and the personal statement.

The cumulative GPA requirement is 2.5 or above for full and provisional admission into the program.

Admissions Status

Students may be admitted to the SBST BAS program under one of the following conditions:

1. **Full Admission:** Students will be fully admitted to the program when all admission requirements have been completed and accepted by the BAS Committee
2. **Provisional Admission:** Students who are within 25 quarter credits of completing their associate degree including the program entry requirements may be admitted provisionally into the program if space is available **Students in need of more than 15 credits must complete an educational plan within the first quarter.*
3. **Probationary Admission:** Students with a cumulative GPA below 2.5 may be admitted under probationary status. Students must maintain a cumulative GPA of 2.5 or higher for the first 30 quarter credits and then petition to the BAS committee for full admittance
4. **Non-matriculated students:** Students not officially accepted into the program may take up to 15 SBST credits with prior faculty approval. Once admitted to the program, those classes will be applied towards the individual's degree

Cohort/Course Delivery

The SBST BAS program is cohort-oriented and begins each fall quarter. This means that all SBST students will be in the same peer group for the duration of the program. All program specific SBST classes will be delivered in a hybrid (online and face-to-face) format. Classes typically meet one Saturday a month from September to June; the balance of work is online. Students must be able to meet the SBST BAS course delivery schedule in order to participate (*see page 11*).

Advising and Registration

All SBST BAS students will be automatically registered for their SBST classes each quarter. Students are responsible for registering for any remaining general education coursework necessary for graduation. If students have questions about what general education classes they need to take, please call the BAS program office at (206) 934-6783.

Each student must develop an educational plan with the BAS Program Manager to ensure that they can complete the program in a timely manner.

Program Costs

Tuition and fees for courses offered in the BAS program have the same tuition structure as other Washington state regional baccalaureate degree granting community and technical colleges. Please check the South website at <http://www.southseattle.edu/financial/tuition.aspx> or the current quarterly class schedule for the most current tuition and fee schedule as it is subject to change.

Financial Aid

Financial aid is available to all eligible students, including Federal, State and institutional grant funds, such as the Pell Grant, WA State Need Grant or Work Study. To determine whether you are eligible for financial aid, you will need to complete the Free Application for Federal Student Aid (FAFSA).

To find out more information about financial aid, please visit the South financial aid website at <http://www.southseattle.edu/financial-aid/> and check with the Financial Aid office in the Robert-Smith Building (RSB).

** Washington state employees may qualify for a partial tuition waiver. If interested, please contact the BAS Program Manager for details and enrollment forms.

Scholarships

There are thousands of scholarships available for current and prospective students to continue their education. Visit <http://www.southseattle.edu/scholarships/> for information on how to search for scholarships on the web.

The Foundation Office at South also offers scholarships to current students. For more information, visit their website at <http://southseattle.edu/foundation/foumain.htm> or call (206) 934-5809.

Veteran Affairs

The Veteran Affairs Office offers assistance regarding veteran-entitled benefits, such as, preparing VA application forms and documentation required by the Department of Veterans Affairs. We also provide assistance in documenting military training for college credit. More information on Veteran Educational Benefits please visit <http://www.gibill.va.gov/> or call (206) 934-5811. The Veteran Affairs Office at South is located in the Robert-Smith Building (RSB), room 53.

Opportunity for Study Abroad

Study abroad opportunities may be available for interested students in the future.

Graduation Requirements

Any student in the BAS program who has met the following criteria may apply for graduation by meeting with the Dean or Program Manager. The BAS Dean or Program Manager will sign your application for graduation. You must apply for graduation at least **one quarter** before you graduate. In order to participate in the commencement ceremony you must submit your graduation attendance form before the third Friday in May. You may obtain a graduation packet in the Registration Office located in the Robert-Smith building on the main South campus. For more information regarding graduation go to: <http://www.southseattle.edu/resources/grad.htm>.

Graduation Criteria:

- South Seattle College's Applied Baccalaureate (BAS) degrees require a minimum of 60 credits of general education be completed during the lower and upper division coursework combined in the following distribution areas: 10 credits of English; 5 credits of quantitative/symbolic reasoning skills, 10 credits of Visual, Literary and Performing Arts (VLPA), 10 credits of Individuals, Cultures and Society (ICS), and 10 credits of Natural World (NW) with five credits of lab sciences. The remaining 15 credits of general education courses should suit the curriculum needs of the baccalaureate program, must be college transferrable, and selected from the Areas of Knowledge list applicable to an academic associate degree (e.g., Associate of Arts).

- Completion of 60 upper-division quarterly credits in the SBST BAS program with a 2.0 grade or better in each course
- A minimum total of 180 college-level credits earned from Associate and BAS degree courses
- A minimum South Seattle College cumulative GPA of 2.0

Policies

Absences

Please work with your instructor for any planned or unplanned absences. The BAS program has limited meeting days, so absences could hinder your successful completion of the course. Also, students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted by a religious organization. These absences will not affect your grade, but it is your responsibility to inform your instructor about the planned absence and to make arrangements to complete the course work for those days. You must request the excused absence two weeks' prior to the date of the absence. If you wish to request an absence for reasons of faith or conscience, you may obtain a form and guidelines for completing the form from the division office.

Leave of Absence

Our goal is to have you complete your bachelor degree in a timely and efficient manner. Every admitted student is required to progress through SBST classes as illustrated in the Curriculum Map (*page 10*) in order to maintain active status in the program.

If there is an extenuating circumstance that prohibits you from meeting this obligation, you must submit a written request to the BAS Program Manager to apply for a one quarter leave. Please contact the BAS Programs Manager at least one month before you plan to return in order to maintain priority registration status.

If you are unable to resume your studies after one quarter, you will lose your status as a matriculated student. If you are in danger of being dropped from the program, it is recommended that you meet with the BAS Program Manager immediately. On a space available basis, it may be possible to gain readmission to the program by petitioning for re-enrollment.

Satisfactory Progress and Grading

Students must receive a grade point of 2.0 or higher in order to successfully pass all SBST classes. If a grade point of 2.0 or higher is not achieved, the student will be required to re-take the class. In addition, students must maintain an overall cumulative GPA of 2.0 to remain in the program. Each instructor will identify his/her grading procedure in the syllabus presented at the start of every course. If you have questions about the instructor's grading policy, please speak directly with the instructor.

Probation and Dismissal

Students that do not adhere to academic and conduct related expectations may be placed on probation, dismissed from the program or dismissed from the College. For a full description of student misconduct, refer to the Washington Administrative Code, WAC 132F-121-110. More information regarding student discipline, probation and dismissal can be found in the South student handbook.

Equal Opportunity Statement and Accommodations

South Seattle College is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, disabled veteran status, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. Reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities.

Course of Study Information

A complete list of the courses offered can be found on the South website at <http://southseattle.edu/bas>. As the program continues to grow, there may be changes made to courses offered; check the program website to see what new courses have been added. If you would like to suggest a course to be developed, please speak with the BAS Program Manager.

Suggested Sequence

The suggested sequence below shows approximately when courses will be offered. However, as the program grows, courses may be added to meet student needs. Please check with the BAS programs office for the most current suggested sequence.

SUSTAINABLE BUILDING SCIENCE TECHNOLOGY SAMPLE SEQUENCE

Quarter 1 (Fall)

SBST	301	Building Science	3
SBST	302	Building Components & Systems	2
SBST	321	Building & Energy Codes in Washington State	2
SBST	322	Energy Analysis & Auditing	3
ENGL&	102	English Composition II	5
TOTAL CREDITS			15

Quarter 2 (Winter)

SBST	314	Portfolio	2
SBST	325	Internship	1
SBST	333	Building Controls for Energy Efficiency	4
SBST	432	Fiscal Management for Facility Managers	3
PHYS		Physics Elective (counts toward Natural World requirement)	5
TOTAL CREDITS			15

Quarter 3 (Spring)

SBST	401	Utility Rates, Regulation & Economics	2
SBST	402	Lighting	3
SBST	422	Facility Management	4
SBST	325	Internship (Continued)	1
MATH&	146	Introduction to Statistics (OR BUS 210)	5
TOTAL CREDITS			15

Quarter 4 (Fall)

SBST	421	Energy Policy	3
SBST	431	Professional Communication	4
SBST	325	Internship (Continued)	3
ICS		Individuals, Cultures, & Societies Elective	5
TOTAL CREDITS			15

Quarter 5 (Winter)

SBST	325	Internship (Continued)	4
SBST	331	Financing Energy Efficiency & Renewable Energy	2
SBST	489	Capstone	4
CMST		Communications Elective (counts toward VLPA requirement)	5
TOTAL CREDITS			15

Quarter 6 (Spring)

SBST	315	Work Experience Practicum (PLA Work Experience)	10
VPLA		Visual, Literary & Performing Arts Elective	5
TOTAL CREDITS			15

TOTAL PROGRAM CREDITS**90 CREDITS**

General Education requirements may be taken in any quarter, see Program Manager for questions/suggestions. All General Education courses must be college-transfer level.

Internships

Students are required to complete and document 450 hours of internship experience.

Student Services

As a student at South Seattle College, you are eligible for all services offered by the college. The fees you pay entitle you access to student computer labs, the library, disability resource center, student clubs and programs, reading and writing labs, the career center, and all other South services. Please refer to the online South Student Handbook at <http://studentlife.southseattle.edu/handbook/> for a complete list of services and activities.

Personal Support

The following departments at South provide myriad support options for students:

- **Dean of Student Life** – Available to talk about concerns or issues. Located in the Jerry M. Brockey Student Center (JMB), room 135 ▪ (206) 934-6749
- **Counseling & Advising Services** – Provides academic, career and personal counseling <http://www.southseattle.edu/services/advising-counseling/>. Located in the Robert-Smith Building (RSB), room 11 ▪ (206) 934-5387

- **Center for Equity, Diversity & Inclusion** – Provides guidance and advice for all students <https://www.southseattle.edu/student-life/ceid/>. Located in the Jerry Brockey Student Center (JMB), room 146/148 ▪ (206) 934-6831
- **TRIO Educational Opportunity Center** – Provides academic support, funding resources and career guidance for eligible students
Robert-Smith Building (RSB), room 2 ▪ (206) 934-5208
<http://www.southseattle.edu/trio/eoc/>

Disability Support Services

RSB, Room 12 ▪ (206) 934-5137 ▪ Relay: 1-800-833-6384 <http://www.southseattle.edu/disability-services/>

South Seattle Community College believes in the inclusion of persons from a wide variety of cultural and ethnic backgrounds, persons of varying ages, and persons who have disabilities. With the passage of the Rehabilitation Act of 1973 and the American Disabilities Act in 1990, an increasing number of individuals with disabilities are graduating from college, becoming employed, and fulfilling their career goals. The college is committed to making each student's time at South a successful and rewarding experience.

South complies with all Federal and Washington state laws related to disability access and does not discriminate in service or employment. The president of the college has assigned authority to the Educational Support Services office for reviewing student's documentation and determining what, if any, reasonable and appropriate accommodations will be provided by the college to ensure equal access for all students.

All college programs and buildings are accessible. METRO buses serve the campus and are equipped with wheelchair lifts.

Additional Resources

Washington State Relay Service:

Voice: 1-800-833-6384

TDD: 1-800-833-6388

Telebraille: 1-800-833-6385

Bookstore

Jerry Brockey Student Center (JMB) ▪ (206) 934-5338

http://bit.ly/sscc_bookstore

The bookstore carries required and recommended textbooks and supplies for courses. In addition, the bookstore sells basic school and art supplies, greeting cards, stationery, and a wide variety of other books including children's books and books in Spanish, a wide array of reference books, South clothing, backpacks, candy, magazines, beauty aids, and educational-priced software.

Help With Your Studies

ELearning Office

Library Building, Room 131 (southeast corner of the campus library building) ▪ (206) 934-7930

<http://sites.southseattle.edu/online/>

Our eLearning Office offers support for all aspects of digital and online learning at South – including tutorials and support for using CANVAS, our online course portal. Many questions can be answered just by visiting the website, and staff are available for any further assistance.

Tutoring

Robert-Smith Building (RSB), Room 12 ▪ (206) 934-6650 <http://www.southseattle.edu/tutoring/tutor-center.aspx>

We offer informal tutoring services to students who request additional aid in mastering a subject area, the tutoring program goal is to help students be successful in their courses. Students who wish to apply for a tutor must fill out a “Request for Tutor” form (available in the Tutor Center), have their instructor sign the form, and return it to the Center; however, the tutoring center cannot guarantee that a tutor will be available for every subject area. Tutors are assigned to students on a first-come, first-serve basis. All tutorial appointments take place on campus.

Math and Science Tutoring Center (MAST)

Robert-Smith Building (RSB), Room 18 ▪ (206) 934-6650

<http://www.southseattle.edu/tutoring/mast.aspx>

This is a warm, friendly place where course assistance is available for anyone having difficulties in math, at no charge; MAST is also a quiet place to study. Credit is available for students who use MAST on a regular basis.

Writing Center

Library (LIB), Room 205 ▪ (206) 934-6412 <http://www.southseattle.edu/tutoring/writing-center.aspx>

Writing assistance is provided to all students. The Writing Center is staffed with peer writing assistants and instructors who are available for half-hour conferences. Students are encouraged to come to the Writing Center if they are having difficulty understanding writing assignments, brainstorming, focusing, organizing, editing and other problems. **As many of the BAS classes include a research component, it is highly recommended that students utilize this resource.** Computers are available for student use and are equipped with software for word processing, grammar skills, reading comprehension, and vocabulary development.

Library/Instructional Resource

Center LIB ▪ (206) 934-6408 <http://libguides.southseattle.edu/home>

The library houses a collection of appropriate books, pamphlets, periodicals, and audiovisual materials and subscribes to a number of Internet-accessible electronic databases. All databases may be accessed from campus; remote access is also available using your last name and SID. The library staff provides assistance and information to students to help them locate needed materials. In addition to library

services, the Instruction Resource Center offers group study rooms, a pay-per-use copy machine, film previewing, non-graphic calculator check out, access to the Internet, as well as to library collections from North Seattle and Seattle Central Community Colleges. The library also houses the Information Commons (open computer lab) and the Copy Center.

Computer Labs

<http://www.southseattle.edu/computer-labs/>

All users must have a login and password (updated quarterly) to use the computers in the computer labs on campus. Users are required to show their current student ID at the Computer Lab in the Information Commons, and read and sign the Acceptable Use of Information Technology document prior to being given a login and password. This initiative is funded in part by the Student Universal Technology Fee (UTF). Computers in all our labs and classrooms run on a PC platform.

Open Labs (hours vary by lab):

- Library Commons (LIB) ▪ (206) 934-6408
- MAST (RSB 18) ▪ (206) 934-6650
- Computer Labs (LIB / TEC)